

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF NATURAL RESOURCES		Tidewater Administration Statistical Section
AGENCY		DIVISION
Item No.	Description	Retention
	<p style="text-align: center;"><u>SUPERSEDES:</u></p> <p>SCHEDULE #331 - Items 4, 5, 6, 7, 8, 9, 14 SCHEDULE #330 SCHEDULE #193 - Items 12, 13, 14, 16</p>	
1.	<p><u>REPORT OF CONFIDENTIAL CRAB CATCH</u></p> <p>These statistical reports reflect name, address, month reported, type of gear used, license number, water code, number of crab pots fished, days set, number of hard and soft/peeler crabs caught and percentage sold to dealers, retail and for personal use. <u>NOTE:</u> - These reports will be discontinued July 1, 1980.</p> <p>Replacement reports are random surveys reflecting percentage of fishing time crabbed in crab potting areas, percentage of annual catch landed in June, July, August, and September. How many days crabbed in June, July, and August. Area crabbed, footage of trotline used during year, county of residence, and number of bushels caught.</p>	Retain for one (1) year, then destroy.
2.	<p><u>CONFIDENTIAL REPORT OF CATCH (Finfish)</u></p> <p>Statistical reports show name, address, month reported, type of gear used, license number, water code, number of days nets set, quantity of gear used, number of times fished daily, type and poundage of finfish caught.</p>	Retain for one (1) year, then destroy.

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission7-7-81 *Patricia Eutler* Off. Sup.
Date Signature Title

Date

State Archivist

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3.	<u>COMMERCIAL FISHERMAN GUIDE REPORT</u> Statistical report similar to No. 2 above showing name, address, license number, etc.	Retain for one (1) year, then destroy.
4.	<u>OYSTER TAX REPORT</u> Report shows buy ticket number used, export ticket numbers used, dealer's I.D., date, dealer's name and address, and taxpayer's signature. Also shows batch number, license number and type, description, number of bushels, tax amount, amount of money sent in and check number.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
5.	<u>OYSTER BUY TICKET</u> Report shows license number and type of seller, dealer's I.D., date, dealer's name and address, seller signature, bushels landed within limits, overlimits bushels, total bushels, price per bushel, boat number, county where caught, name of bar or lessee, gear used, license numbers of other catchers.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
6.	<u>SOFT-SHELL CLAM DEALER'S WEEKLY REPORT</u> Report shows ticket numbers used, dealer's I.D., date, dealer's name and address, dealer's signature, batch number, license type and number, total bushels purchased and value, number of bushels used for bait, adjustments, total money remitted.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
7.	<u>SOFT-SHELL CLAM BUY TICKET</u> Report shows license number and type of seller, dealer's I.D., date, dealer's name and address, seller's signature, total bushels, price per bushel, boat number, county caught, total money to seller, name of nearest oyster bar or location.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
8.	<u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, procedures, directives, reports and other miscellaneous papers relating to the DNR-Tidewater Administration's Statistical Section.	Screen annually. Destroy that material no longer needed for current business. Retain permanently directives and other material relating to planning and policy that illustrate the development of the administration.

Periodically send to the Archives. PS-942

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9.	<p><u>HEARING TRANSCRIPTS</u></p> <p>Magnetic transcripts of license repeal hearing procedures. Hearings are for clambers and fishermen only.</p>	<p>Retain in office for ten (10) years, then destroy.</p>
10.	<p><u>COMPUTER PRINTOUTS</u></p> <p>These computer generated reports are continuous run reports containing various data needed for current business. Reports include information concerning the following:</p> <ul style="list-style-type: none"> a. Oyster catches b. Fish catches c. Clam catches d. Crab catches <p><u>NOTE</u> - All computer tapes for the above printouts are retained at the Data Center.</p>	<p>Retain monthly reports until updated, then destroy. Retain year-end reports in office permanently.</p> <p>Retain year-end audit reports for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
11.	<p><u>CREEL CENSUS REPORTS</u></p> <p>Files contain data gathered and used to determine amount of fishing conducted, angling population, number and species of fish caught, method of fishing, baits used. Records may include interview reports, survey forms, and fishermen count data forms.</p>	<p>Retain for three (3) years, then destroy.</p>
12.	<p><u>OYSTER SHELL AND SEED PLANTING RECORDS</u></p> <p>File consists of records dealing with the planting of oyster shells and seeds in various oyster beds of the state. The records may include contracts for planting, certificates of receipts for shells and seeds, tally sheets, and general correspondence.</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>